

25.06-54

~~SECRET~~

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

OFFICE OF OPERATIONS
2DD

STAT

DOC	2	REV DATE	4-4-81	BY	
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ARCHIVAL RECORDS
Return to Records Center
Immediately After Use

JOB 60-130 BOX 1

42421

~~SECRET~~

~~CONFIDENTIAL~~

CONFIDENTIAL

9 October 1956

MEMORANDUM FOR: Area Records Officer / OO/FDD

THROUGH: Chief, Records Disposition Branch

SUBJECT: Change in Wording in Item 14 of
Records Control Schedule 25.06-54

The Center would like to have your concurrence in changing the word, "single", in the first line of Item 14 to read a "Record" Copy. This change is necessary in order for the Center to discontinue the practice of setting aside one copy as a record copy of all FDD publications received for Supplemental Distribution.

The Center would continue to maintain all the copies that have been set aside in the past as Record Copy until such time as it is felt advisable by your office to retire the publications referred to in Item 14. At such time as these are retired the Center would match the record copy being held, against the ones retired in order to determine that there is a complete set on hand.

25X1

Chief, Records Center

Concurrence:

25X1

Area Records Officer / OO/FDD10 Oct 1956
Date11 Oct 1956
Date**CONFIDENTIAL**

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230002-3

*Schedule Revised
June 10, 1959*

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230002-3

RECORDS SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230002-3

SCHEDULE NO.
A000400230002-3

DATE PREPARED
19 May 1964

APPROVING OFFICER
25X

OFFICE, DIVISION, BRANCH

OFFICE OF OPERATIONS, FOREIGN DOCUMENTS DIVISION, OFFICE OF THE CHIEF

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	
1.	DIVISION SUBJECT FILE Consists of correspondence, reports, surveys and other papers which document the policies and operations of the Division pertaining to exploitation and translation of foreign language publications; the file also includes records that accumulate in directing the Division's programs. Filed according to Agency File Manual. (1946-1954)	4.7	4-drawer legal safe	Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area 1 year and transfer to CIA Records Center.
2.	TOP SECRET FILES These are top secret documents which reflect the activities of the translation requirements function of the FDD support for various projects. They consist of top secret correspondence, reports, translations and documents. Filed by document number. (1947-1953)	2.0	4 drawer legal safe	To be reviewed for possible downgrading or destruction. Retain in current files area indefinitely.
3.	LIBRARY REFERENCE MATERIAL These are bound books, technical manuals, dictionaries, almanacs, etc. Used as a ready reference. a. Agency material b. Personal property	10.0 1.0 9.0	4 shelf book-case	Permanent. Retain indefinitely except that material when no longer needed will be returned to the Library. Personal property retained by individual.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230002-3

OFFICE, DIVISION, BRANCH
 ADMINISTRATIVE STAFF

APP
 25X1

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
4.	STAFF SUBJECT FILE These files accumulate in the general administration and operation of the Division and are used for administrative and planning purposes. They consist of correspondence, memos, reports and forms pertaining to various personnel matters, training, T/O's, budget, security, career service, requisitions, stock control and other similar subjects relating to the activities and functions of the office. Filed according to Agency File Manual. (1946-1954)	6.4	4 drawer legal safe	Temporary. Destroy after 3 years. Cut off at the end of each calendar year; retain in current files area 1 year and transfer to CIA Records Center.
5.	INDIVIDUAL PERSONNEL FOLDERS These files consist of extra copies of personnel documents which reflect accessioning, transfer, assignment, promotion, and separation of employees; also training courses attended, personal qualifications, leave, personnel evaluations, security violations and other information acquired in the administration of personnel activities of the division. Filed alphabetically by surname. (Current)	6.0	4 drawer legal safe	Temporary. Destroy 6 months after employee is separated. Place in inactive file upon separation of employee. Retain in current files area 6 months and destroy.

CONFIDENTIAL

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230002-3

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
6.	EMPLOYEE RECORD CARDS These are Standard Form OF-4B "Employee Record Card" on all FDD personnel containing information extracted from FDD personnel files, such as, employee name, grade, salary, position, promotion, etc. Due to arrangement of cards, file is also used for filling T/O vacancies, planning FDD activities, replacements, etc. Filed by office organization and by positions thereunder. (Current)	.3	17 drawer Kardex	Temporary. Destroy upon separation from the Agency; upon intra-agency transfer forward to gaining office.
7.	LANGUAGE TRAINING FILES These are individual files on the Division's language trainees which contain the examination results and progressive reports during training. Upon completion of training the written examination and an evaluation are incorporated in employee's personnel folder. (Current)	.3	4 drawer legal safe	Temporary. Destroy after 3 months. Place in inactive file when training is completed; retain for 3 months and destroy.
8.	LANGUAGE EXAMINATIONS This file consists of the written results of language examination given to applicants or non-FDD personnel to determine their potentialities. They contain the completed examinations together with the reviewing officer comments or evaluation and grades. Filed alphabetically by surname. (1950-1954)	2.0	4 drawer legal	Temporary. Destroy after 2 years. Cut off file at end of each year retain in current files area for 2 years and destroy.

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RECORDS CONTROL SCHEDULE CONTINUATION SHEET
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	STORAGE EQUIPMENT	DISPOSITION INSTRUCTIONS
9.	REFERENCE PUBLICATIONS These are copies of Supply Catalogues listing all items in CIA stock giving stock number and nomenclature. (1952-1954)	.8	4 drawer legal safe	Temporary. Destroy when superseded or obsolete or when no longer needed for reference purposes.
10.	MAIL LOGS Records of all classified material, including top secret, received and dispatched by the Division. Maintained primarily for security purposes. Filed by type of material and chronologically thereunder.			
	a. Top Secret Log Retained copies recording in and out movement of top secret material. Original forwarded to CIA Control Officer. (1950-1954)	.1	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off at end of each year; retain in current files area 1 year and destroy.
	b. Form 38-114 log used for recording classified mail (other than top secret) in and out of the Division.	1.0	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off at end of each year; retain in current files area 1 year and destroy.
	c. Intellex Cards. 3 x 5 cards accompanying material received from OGD. Due to great bulk of material received daily these cards are maintained for log and control purposes. Filed by CIA number.	3.4	3x5 card tray	Temporary. Destroy after 1 year. Cut off at end of each 6 months; retain in current files area 1 year and destroy.

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RECORDS CONTROL SCHEDULE - CONTINUATION SHEET
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	STORAGE EQUIPMENT	DISPOSITION INSTRUCTIONS
	MAIL LOGS (CONTINUED)			
	d. Ledger type book used to record incoming periodicals, publications and intelligence reports due to large and varied volume of materials received. Maintained categorically for quick reference purposes.	.1	4 drawer legal safe	Temporary. Destroy after 1 year. Begin new file each year; retain in current files area 1 year and destroy.
	e. Documents Receipts. These are retained copies of unsigned classified document receipts prepared by the Division for distribution of material outside of the Agency. Copies retained as suspense and reference file.	.1	4 drawer legal safe	Temporary. Destroy after 1 year; cut off file at end of each year; retain in current files area 1 year and destroy.
11.	COURIERS CLASSIFIED MAIL RECEIPTS			
	Copies of classified mail receipts (Form 35-16) signed by couriers for pick-up of material for delivery to addressees. Filed by courier number. (1953-1954)	.5	3 x 5 card boxes	Temporary. Destroy after 1 year. Cut off file at end of each calendar year; retain in current file area 1 year and destroy.

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OFFICE, DIVISION, BRANCH
 REPORTS BRANCH

APPROVING OFFICIAL
 25X1

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
12.	BRANCH SUBJECT FILES These files document the Reporting function/operations of the Division. They consist of correspondence, reports, studies and other papers relating to collection, translation and dissemination of reports and publications, records management, security, inter-agency, liaison, editing, screening and procuring foreign documents, statistical reports and similar subjects covering the activities of the Branch. Filed according to Agency Manual.	7.2	4 drawer legal safe	Permanent. Disposition not authorized. Cut off file at end of each year; retain in current files area 1 year and incorporate with item 1 for transfer to CIA Records Center.
13.	CONSOLIDATED TRANSLATION SURVEY FILES These are central cross-indexed 3 x 5 card files of all foreign language exploitation and translation projects in process or completed by all IAC Agencies, other governmental organizations, private institutions, and commercial houses. They are used for reference purposes by the IAC agencies to prevent duplication of effort. Cards are cross-indexed by subject, country, author, source and document numbers. (1947-1954)	38.0	4 drawer card safe	Permanent. Disposal not authorized by this schedule.

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF CONTAINER EQUIPMENT	DISPOSITION INSTRUCTIONS
14. 25X	INFORMATION REPORTS <i>record</i> This file consists of a single copy of all the Divisions published reports, such as, reports, summaries, periodical abstracts and other information reports. Used for reference purposes within the Division. Copies of most reports are available in Records Center for distribution. Filed categorically and by report number. (1946-1954)	140.0	Shelving in vaulted area	Permanent. Disposition not authorized by this schedule.
15.	GRAPHICS FILE This is a 3 x 5 suspense card file recording foreign language material forwarded to Graphics Register for reproduction of selected pictures. Filed chronologically and by report number thereunder.	.1	4 drawer legal safe	Temporary. Destroy after 6 months. Place in inactive file when material returned from Graphics; retain for 6 months and destroy.
16.	PROJECT RECORD CARD FILE This is a status record on all projects in process or completed by the Division. The information recorded includes the title, source, language, number of pages, requirement number, date of publication, publication number, etc. It is used for maintaining a control on projects in process and for compiling monthly production reports for the Division.			

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
	PROJECT RECORD CARD FILE (CONTINUED)			
	a. 5 x 8 card file used in servicing inquiries concerning the articles appearing in the "Consolidated Translation Survey" Publication. Filed numerically by project number. (1947-1954)	14.0	5 drawer card safe	Permanent. Disposal not authorized by this schedule. Retain in current files area indefinitely.
	b. Press Record Form 58-8 recording number, title, publication number and date of newspaper type information. Filed chronologically.	.5	4 drawer legal safe	Indefinite. To be destroyed when information is incorporated in the CTS file.
17.	REQUISITION FILE			
	These are copies of requests for reproduction (Form 36-2) of all reproduction work, copying and bookbinding required by the Division.	.8	5 drawer card	Temporary. Destroy after 1 year. Cut off file at end of each year; retain in current files area 1 year and destroy.
18.	REQUIREMENTS			
	a. These are requests served on the Division by other offices of the Agency and other members of IAC for exploitation or translation of foreign language material. They consist of specific requirements and translation service requests. Filed numerically by Office number.	8.1	4 drawer legal safe	Temporary. Destroy after 3 years. Place in inactive file when request answered; hold in current files area and destroy.
	b. Guide-type requirements for continuous exploitation for varied information.	1.4	4 drawer legal safe	Temporary. Destroy when superseded or cancelled.

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
19.	PROJECT RECORD SHEETS			
	a. Consist of Form 58-7 detached from FDD reports when project completed which are used to prepare information reports and retained for reference purposes. Info substantially duplicated in Item 16. Filed by Office and chronologically thereunder. (1952-1954)	4.0	4 drawer legal safe	Temporary. Destroy after 3 months. Cut off file at end of each 3 months; retain in current files area 3 months and destroy.
	b. Project record sheets maintained on special projects. No duplication elsewhere. Filed by Office number. (1950-1954)	.2	4 drawer legal safe	Temporary. Destroy after 2 years.
20.	COMPILATION OF STATISTICS			
	a. These are compiled statistical reports for the Division based on monthly reports and work sheets. Information relates to the number of requirements served on the Division by offices, languages, pages, cost, type, and other pertinent information. Used for figure comparison's and for various computations. Also a constant source of reference. Filed chronologically. (1952-1954)	.4	4 drawer legal safe	Permanent. Disposal not authorized by this schedule. Retire to CIA Records Center when 3 years old. Incorporate with item 1 for transfer to the Center.
	b. These are the work sheets used for compiling the statistical reports in a above. (Work sheets for years previous to 1952 have not yet been consolidated into a final report). (1949-1954)	2.0	4 drawer legal safe	Temporary. Destroy 6 months after report has been compiled.

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	STORAGE EQUIPMENT	DISPOSITION INSTRUCTIONS
21.	LOG BOOKS			
25X1	a. A record of [] received for abstracting. Lists the number, date in and out, branch to which assigned, etc. for control purposes.	.1	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off file at end of each year; retain 1 year and destroy.
	b. A listing of unclassified translation contract numbers, requirements and branch Used for assigning UT number.	.2	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off file at end of each year; retain 1 year and destroy.
	c. A listing of numbers assigned to project prepared by Division. Lists number, branch, requirement and preparing official. Used for control.	.2	4 drawer legal safe	Temporary. Destroy after 1 year; Cut off file at end of each year; retain 1 year and destroy.
	d. A listing of publication numbers assigned to Division reports. Lists publication number, project number, branch, date to and from Division. Used for control.	.3	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off file at end of each year; retain 1 year and destroy.
	e. Log by project number, of published reports, listing typist and proofreader. Used to record information on project cards.	.1	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off file at end of each year; retain 1-year and destroy.
22.	CONVENIENCE FILE (READING)			
	Extra copies of outgoing correspondence and memoranda maintained for convenience of reference. Filed chronologically.	.2	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area 1 year and destroy.

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RECORDS CONTROL SCHEDULE CONTINUATION SHEET
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
23.	OUTSIDE TRANSLATION INDEX A 3 x 5 card file on unclassified translations done outside FDD. Used as a suspense file, record of daily operational work and estimates for fiscal purposes. Filed by contract number. (1951-1954)	.6	4 drawer legal safe	Indefinite. Project in experimental stage.
24.	REFERENCE PUBLICATION FILE Consist of copies of NSC, NIS, charts, regulations, memos, requirements, pamphlets, newspaper clippings, etc. Maintained by the Editorial Section and filed by type of issuance.	3.5	4 drawer legal safe	Temporary. Destroy when superseded or no longer needed.
25.	LIBRARY MATERIAL Consist of encyclopedias, dictionaries, gazeteers, year-books, etc. maintained as a ready reference.	20.0	Bookcases	Permanent. Return to Library when no longer needed.
26.	BOOK PURCHASE FILE These are card files maintained on books purchased for the Division through the Library to be used as reference material.			
	a. Library Purchase Order Forms made in quadruplicate by the requestor, pink copy retained as a suspense copy, remainder sent to CIA Library. Filed by office control number.	1.5	4 drawer legal safe	Temporary. Destroy when order has been filled or cancelled.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
	<p>BOOK PURCHASE FILE (CONTINUED)</p> <p>b. Document Request Card</p> <p>A 3 x 5 card record of all books purchased for or on loan to the Division. Used as a control and reference while book remains in the Division. Filed alphabetically by book title. (1953-1954)</p>	.1	4 drawer legal safe	Temporary. Place in inactive file when book is returned to CIA Library.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230002-3

RECORDS SCHEDULE

SCHEDULE NO.

DATE PREPARED

OFFICE, DIVISION, BRANCH

WESTERN WORLD BRANCH

25X1

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
27.	BRANCH SUBJECT FILE Consists of extra copies of memos, reports and other papers relating to the administration of the activities of the Branch. Maintained as a convenience file for reference. Filed by subject matter. (1948-1954)	3.3	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off file at end of each calendar year; retain in current files area 1 year and destroy.
28.	REQUIREMENTS FILES of a. Copies/operational guide and specific requirements served on the Branch by other offices or agencies. Record copies maintained in Reports Branch. Used for reporting purposes. Filed by requesting office. (1951-1954)	1.3	4 drawer legal safe	Temporary. Destroy after 3 months. Place in inactive file when requirement completed or cancelled.
	b. Extra copies of operational requirements maintained by each geographical section for convenience.	4.2	4 drawer legal safe	Temporary. Destroy when requirement has been completed, cancelled, or superseded.
29.	RESEARCH AND REFERENCE MATERIAL These are copies of intelligence reports, state dispatches, Army, Navy, Air Force reports, FBIS, NIS, Pamphlets, publications maps, and other material. Used as references in preparing information reports. Material maintained by each section due to geographical and language variations. Filed by subject content. (1949-1954)	57.0	4 drawer legal safes and cabinets	Temporary. Destroy when superseded or no longer needed.

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
30.	LIBRARY REFERENCE MATERIAL These are bound books, technical manuals, dictionaries, year books, etc. Used for reference purposes.	228.0	Bookcases and on individual desks	Permanent. Retain indefinitely except that material when no longer needed will be returned to the Library.
31.	FOREIGN NEWSPAPERS AND PERIODICALS These are to be exploited, abstracted, translated or otherwise reviewed for the purpose of carrying out the Division's mission. Divided among the sections according to language content. (1953-1954)	277.0	Shelves	Permanent. To be forwarded to Foreign Branch, CIA Library when exploitation completed.
32.	PROJECT RECORD SHEETS Consists of record sheets removed from projects completed by the Branch. Maintained only to prepare monthly production report. Filed numerically by project number. (Current)	.1	4 drawer legal safe	Temporary. Maintain one-month level. Destroy when monthly report completed.
33.	PROJECT LOG Ledger-type books used for assigning project number within the Branch and for maintaining a ready reference. Recorded on the log is the project number, title, language, and requirement. (1952-1954)	.1	4 drawer legal safe	Temporary. Cut off file at end of each year; retain in current files area 1 year and destroy.

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
34.	SHOP STEWARD FILE			
25X	a. A 5 x 8 file listing members of [redacted]	2.0	5 drawer card safe	Temporary. Destroy when no longer needed.
25X	[redacted]			
	Filed by locations and installations thereunder. Used for reference purposes.			
25X	b. A 4 x 6 card file with the same information [redacted]	.1	5 drawer card safe	Temporary. Destroy when no longer needed.
35.	OPERATIONAL INTELLIGENCE CARD FILES			
	Maintained by each language area and used as a ready reference in preparing information reports.			
	a. Abbreviations and glossary files which supplement dictionaries. Maintained by various language area on 3 x 5 cards. Filed alphabetically.	1.2	4 drawer legal safe	Temporary. Destroy when glossary published or when no longer needed.
	b. Index of newspapers and periodicals giving title, editor, address, political affiliation, source and other pertinent data. Maintained on 5 x 8 cards. Filed by title.	.6	4 drawer legal safe	Temporary. Destroy when obsolete or when no longer needed.
	c. Personalities. 3 x 5 card files maintained on names of individuals appearing in foreign newspapers and periodicals giving a brief biographic summary. Filed alphabetically by surname.	.3	4 drawer legal safe	Temporary. Destroy when no longer needed.

RECORDS CONTROL SCHEDULE CONTINUATION SHEET
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230002-3

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF CONTAINING EQUIPMENT	DISPOSITION INSTRUCTIONS
	<p>OPERATIONAL INTELLIGENCE CARD FILES (CONTINUED)</p> <p>d. Fairs and conferences. A 3 x 5 file on international fairs and conferences giving date and place and published report number if any. Filed alphabetically.</p>	.1	4 drawer legal safe	Temporary. Destroy when no longer needed.

SECRET

SCHEDULE NO.
 7A000400230002-3

DATE PREPARED
 24 May 1954

OFFICE, DIVISION, BRANCH
 EASTERN EUROPE BRANCH

APPROVED
 [Redacted]

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
36.	BRANCH SUBJECT FILES Consists of extra copies of memos, reports, and other papers relating to the administration of the activities of the Branch. Maintained as a convenience file for reference. Filed by subject matter. (1947-1954)	3.0	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off file at end of each year; retain in current files area 1 year and destroy.
37.	REQUIREMENTS FILES a. Copies of operational requirements served on the Branch by other offices or agencies. Record copies maintained in Reports Branch. Used for reporting purposes. Filed by requesting office. b. Extra copies of operational requirements maintained in each geographical section for convenience. c. 3 x 5 card files duplicating a and b. Used primarily for reference purposes.	1.1 1.8 .3	4 drawer legal safe 4 drawer legal safe 4 drawer legal safe	Temporary. Destroy after 3 months. Place in inactive file when requirement has been completed or cancelled. Temporary. Destroy upon completion of requirement. Temporary. Destroy in accordance with a and b.
38.	REFERENCE AND RESEARCH MATERIAL Consist of copies of intelligence reports, State dispatches, National Intelligence Survey, pamphlets, publications, maps and other material. Used as references in preparing information reports. Material is maintained by individual sections due to geographical and language variations. Filed by subject content.	60.5	4 drawer legal safe	Temporary. Destroy when superseded or no longer needed.

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
39.	LIBRARY REFERENCE MATERIAL These are bound books, technical manuals, dictionaries, year books, etc. Used for reference purposes.	173.0	Bookcases and on individual desks	Permanent. Retain indefinitely except that material when no longer needed will be returned to the Library.
40.	FOREIGN NEWSPAPERS AND PERIODICALS These are to be exploited, abstracted, translated or reviewed for the purpose of carrying out the Divisions mission. Divided among the sections according to language content. (1952-1954)	123.0	Shelves	Permanent. To be forwarded to Foreign Br., CIA Library when exploitation completed.
41. ABSTRACTS				
25X1	Copies of abstracts of [] documents for immediate use of CIA offices. Abstracts do not appear in published form. Retained for reference purposes. Filed by subject. (1951-1954)	2.3	4 drawer legal safe	Temporary. Destroy when no longer needed.
42. PROJECT LOG				
	a. Log book used for assigning project numbers within the Branch and for maintaining a ready reference. Information recorded is the project number, title, date, requirement, language and pages. (1951-1954)	.1	4 drawer legal safe	Temporary. Cut off file at end of each year; retain in current files area 1 year and destroy.

RECORDS CONTROL SCHEDULE 2051 CONTINUATION SHEET
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400230002-3

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF EQUIPMENT	DISPOSITION INSTRUCTIONS
	PROJECT LOG (CONTINUED)			
	b. 3 x 5 card file maintained on projects in process or completed. Filed by requirement number and office. Used for control and in preparing monthly production reports.	.2	5 drawer card safe	Temporary. Maintain one month level. Destroy when monthly report completed.
43.	OPERATIONAL INTELLIGENCE CARD FILES			
	Maintained by each language area and used as a ready reference in preparing information reports.			
	a. Abbreviations and glossary files which supplement dictionaries. Maintained on 3 x 5 cards and filed alphabetically.	6.6	5 drawer card safe	Temporary. Destroy when dictionary published or when no longer needed.
	b. Index of newspapers and periodicals giving title, editor, source, political affiliation, and other pertinent data. Maintained on various sized cards. Filed by title.	.5	5 drawer card safe	Temporary. Destroy when obsolete or when no longer needed.
	c. Personalities. Card files maintained on names of individuals appearing in foreign newspapers and periodicals giving brief biographic summary. Filed alphabetically by surname.	.8	5 drawer card safe	Temporary. Destroy when no longer needed.
	d. These cards contain information on organizations, unions, ministries and other groups which is extracted from the foreign documents and used as reference material. Filed categorically in each language area.	2.3	5 drawer card safe	Temporary. Destroy when no longer needed.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
	<p>OPERATIONAL INTELLIGENCE CARD FILES (CONTINUED)</p> <p>e. Scan cards. Information is carded as a result of scanning through foreign newspapers and periodicals. A brief summary is made of articles thought to be of possible future reference in preparing a report. (1953-1954)</p> <p>f. 3 x 5 card file recording all unclassified translations done outside the Division. These are duplicates of records maintained by Records Section.</p>	<p>.4</p> <p>.2</p>	<p>5 drawer card safe</p> <p>5 drawer card safe</p>	<p>Temporary. Destroy when no longer needed.</p> <p>Temporary. Destroy when no longer needed.</p>

RECORDS SCHEDULE

SCHEDULE NO.
A000400230002-3
DATE PREPARED

OFFICE, DIVISION, BRANCH
USSR BRANCH

APP
25X1

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
44.	BRANCH SUBJECT FILE Consists of extra copies of memos, reports and other papers relating to the administration of the activities of the Branch. Maintained as a convenience file for reference. Filed by subject matter. (1949-1954)	1.5	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off file at end of each year; retain in current files area 1 year and destroy.
45.	REQUIREMENTS FILES a. Copies of operational guide requirements and specific requirements served on the Branch by other offices or agencies. Record copies maintained in Reports Branch. Used for office reference and reporting purposes. Filed by requesting office. (1952-1954) b. Extra copies of operational requirements maintained by each functional section for convenience. c. 3 x 5 card file index to Branch requirements for easy reference. Filed by office and numerically thereunder.	1.5 1.4 .1	4 drawer legal safe 4 drawer legal safe 4 drawer legal safe	Temporary. Destroy after 6 months. Place in inactive file when requirement completed or cancelled. Temporary. Destroy when requirement has been completed; cancelled or superseded. Temporary. Destroy when requirement completed, cancelled or superseded.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	EQUIPMENT	DISPOSITION INSTRUCTIONS
46.	<p>REFERENCE AND RESEARCH MATERIAL</p> <p>These are copies of intelligence reports, State dispatches, Army, Navy and Air Force reports, National Intelligence Surveys, pamphlets, publications, maps, also rough drafts of completed reports. Used as references in preparing information reports. Material maintained by each section due to geographical and technical variations. Filed by subject content. (1947-1954)</p>	66.5	4 drawer safe and 5 drawer map case, 4 drawer legal cabinet, and open shelves	Temporary. Destroy when superseded or no longer needed. (Rough drafts should not be retained on a selective basis only.)
47.	<p>LIBRARY REFERENCE MATERIAL</p> <p>These consist of bound books, technical manuals, dictionaries, year books, etc. Used for reference purposes.</p>	205.0	Bookcases and individual desks	Permanent. Retain indefinitely except that material when no longer needed will be returned to the Library.
48.	<p>FOREIGN NEWSPAPERS AND PERIODICALS</p> <p>These are to be exploited, abstracted, translated or reviewed for the purpose of carrying out the Division's mission. Divided among the sections according to functional interest. (1953-1954)</p>	33.5	Shelves	Permanent. To be forwarded to Foreign Branch when exploitation completed.
49.	<p>ABSTRACTS</p> <p>Copies of abstracts of documents for immediate use of CIA offices. Abstracts seldom appear in published form. Retained for reference purposes. Filed by subject. (1951-1954)</p>	.1	4 drawer legal safe	Temporary. Destroy when no longer needed.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
50.	LOG BOOKS			
	a. Notebook-type log for assigning press reports by number, title, page and date. (1949-1954)	.1	4 drawer legal safe	Temporary.
	b. Notebook-type log used for recording project numbers within the Branch and for maintaining a ready reference on projects within the area. Gives the project number, title, requirement, date and linguist. (1950-1954)	.1	4 drawer legal safe	Temporary. Cut off file at end of each year; retain in current file area 1 year and destroy.
	c. Log listing non-Russian language newspapers received by title and date.	.1	4 drawer legal safe	Temporary.
	d. 5 x 8 card file for recording receipt of newspapers and periodicals and their return.	.7	Kardex file safe	Temporary.
25X1	e. Log on all [redacted] produced by each section. By subject.	.1	4 drawer legal safe	Temporary.
	f. Loose-leaf binders to record names of places and cities in the Soviet. A convenience file.	.2	4 drawer legal safe	Temporary. Discontinued in favor of gazeteer or card file.
51.	OPERATIONAL INTELLIGENCE CARD FILES			
	Maintained by each functional area and used as a ready reference in preparing information reports.			
	a. Abbreviations and glossary files which supplement dictionaries. Maintained on 3 x 5 and 5 x 8 cards. Filed alphabetically.	1.9	5 drawer legal safe	Temporary. Destroy when glossary published or when no longer needed.

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RECORDS CONTROL SCHEDULE 1 CONTINUATION SHEET
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
	OPERATIONAL INTELLIGENCE CARD FILES (CONTINUED)			
	b. Index of periodicals and books giving title, source, type of material to be found and other pertinent data. Maintained on 3 x 5 cards for reference. Filed by titles.	.3	Kardex file safe	Temporary. Destroy when obsolete or when no longer needed.
	c. Personalities. Indices which contain names of individuals appearing in foreign newspapers and periodicals giving a brief biographic summary. Filed alphabetically by surname.	14.0	5 drawer card file	Temporary. Destroy when no longer needed.
	d. Industrial installation cards containing title or names of plants, organizations ministries and groups together with data relating to production, organization, etc. Filed alphabetically by name. Maintained on 3 x 5, 5 x 8 and 4 x 6 cards.	6.8	5 drawer card file	Temporary. Destroy when no longer needed.
	e. Document loan records. File on books on loan in the Branch or those requested by the Branch for reference purposes. Information duplicated by Screening Unit.	.2	Kardex file safe	Temporary. Destroy when material returned.
	f. Card collection of information on technical data of interest for possible publication and those which have been published as reports on such subjects as railroad, electricity, construction, metallurgy, water transportation, weather, agriculture and various other subjects. Maintained on various sized cards.	7.0	5 drawer card file	Temporary. Destroy when report published or information no longer needed.
	g. Special project in process for OCD maintained on 3 x 5 and 5 x 8 cards.	5.6	5 drawer card safes	To be forwarded with publication to requestor.

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RECORDS CONTROL SCHEDULE

SCHEDULE NO.
A000400230002-3

DATE PREPARED

OFFICE, DIVISION, BRANCH
FAR EAST BRANCH

APR
25X1

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
52.	BRANCH SUBJECT FILES Consists of copies of memos, reports and other papers relating to the administration of the activities of the Branch. Maintained at the Branch and Section levels as a convenience file for reference. Filed by subject matter. (1952-1954)	4.0	4 drawer legal safes	Temporary. Destroy after 1 year. Cut off file at end of each year; retain in current files area 1 year and destroy.
53.	REQUIREMENTS a. Copies of operational guide and specific requirements served on the Branch by other offices or agencies. Record copies maintained in Reports Branch. Used for reporting purposes. Filed by requesting offices. (1953-1954) b. Extra copies of requirements maintained by each geographical section for convenience.	3.0 1.3	4 drawer legal safes	Temporary. Destroy after 3 months. Place in inactive file when requirement completed or cancelled. Temporary. Destroy when requirement has been completed, cancelled or superseded.

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RECORDS CONTROL SCHEDULE INFORMATION SHEET

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
54.	RESEARCH AND REFERENCE MATERIAL These are copies of intelligence reports, State dispatches, Army, Navy, Air Force reports, Daily China Press Reports, FBIS, NIS, maps, pamphlets, publications and other material. Used as references in preparing information reports, Material maintained by each section due to geographical and language variations. Filed by subject content. (1947-1954)	116.0	4 drawer legal safe and cabinets.	Temporary. Destroy when superseded or no longer needed.
55.	LIBRARY REFERENCE MATERIAL These are bound books, technical manuals, dictionaries, year books, etc. Used for reference purposes.	166.0	Bookcases and individual desks	Permanent. Retain indefinitely except that material when no longer needed will be returned to the Library.
56.	FOREIGN NEWSPAPERS AND PERIODICALS These are to be exploited, abstracted, translated or reviewed for the purpose of carrying out the Division's mission. Divided among the sections according to language content.	328.5	Shelves and 4 drawer legal cabinets.	Permanent. To be forwarded to Foreign Branch CIA Library. when exploitation completed.
57.	LOG BOOKS a. Ledger type book used for assigning project numbers within the Branch and for maintaining control on projects.	.1	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off at end of each year; retain in current files area 1 year and destroy.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
57.	LOG BOOKS (Continued)			
25X1	<div></div> <p>Maintained for record purposes.</p>	.3	4 drawer legal safe	Temporary. Destroy after 1 year; retain in current files are 1 year and destroy.
58.	OPERATIONAL INTELLIGENCE CARD FILES			
	Maintained by each language area and used as a ready reference in preparing information reports.			
	a. Abbreviations and glossary files on unusual terms. Maintained on 3 x 5 cards or notebooks. Filed alphabetically.	1.6		Temporary. Destroy when glossary published or when no longer needed.
	b. Index to newspapers and periodicals giving title, source, editor, political affiliation, and other pertinent data. Maintained on 5 x 8 and 3 x 5 cards. Filed by title.	20.	4 drawer legal safe	Temporary. Destroy when obsolete or when no longer needed.
25X1	<div></div>	.5	5 drawer card safe	Indefinite. Forward to OCD Library when no longer needed.
	d. Personalities. Contain names of individuals appearing in foreign newspapers and periodicals together with brief biographic sketches. Filed alphabetically by surname. Maintained on various sized cards.	2.7	4 drawer legal safes	Temporary. Destroy when no longer needed.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
58.	OPERATIONAL INTELLIGENCE CARD FILES (Continued)			
	e. Organizations, unions, ministries or groups. Together with pertinent data relating to their purpose and organization.	.9	4 drawer legal safe	Temporary. Destroy when no longer needed.
	f. Other miscellaneous card files containing information collected for possible use in reports.	.8		Temporary. Destroy when no longer needed.
	g. Scan File. This is a 3 x 5 reference file of item headings appearing in certain	1.2	5 drawer card safe	Temporary. Destroy when no longer needed.
25X1				

RECORDS SCHEDULE

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A000400230002-3

DATE PREPARED

OFFICE, DIVISION, BRANCH

SCIENTIFIC TECHNICAL BRANCH

APPROVIN

25X1

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
59.	BRANCH SUBJECT FILE Consists of extra copies of memos, reports, and other papers relating to the administration of the Branch. Maintained as a convenience file for reference. Filed by subject matter. (1947-1954)	.5	4 drawer legal safe	Temporary. Destroy after one year. Cut off file at end of each year; retain in current file area one year.
60.	REQUIREMENT FILES a. Copies of operational requirements served on the Branch by other offices or agencies. Record copies maintained in Reports Branch. Used for reporting purposes. Filed by requesting office. b. Extra copies of operational requirements maintained in each section for convenience. (1952-1954)	1.5 1.0	4 drawer legal safe 4 drawer legal safe	Temporary. Destroy after three months. Place in inactive file when requirement has been completed or cancelled. Temporary. Destroy upon completion of requirement.
61.	REFERENCE AND RESEARCH MATERIAL Consists of copies of intelligence reports, State dispatches, pamphlets, publications, FDD reports and other material. Used as reference in preparing information reports. Material maintained by individual sections due to functional breakdowns. Filed by type and subject.	19.0	4 drawer legal safe	Temporary. Destroy when superseded or no longer needed.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	STORAGE EQUIPMENT	DISPOSITION INSTRUCTIONS
62.	LIBRARY REFERENCE MATERIAL These are bound books, technical manuals, dictionaries, gazeteers, etc. Used for reference purposes.	120.0	Bookcases and individual desks	Permanent. Retain indefinitely except that material is returned to library when no longer needed.
63.	FOREIGN NEWSPAPERS AND PERIODICALS These are to be exploited, abstracted, translated or reviewed for the purpose of carrying out the Divisions mission. Divided among the Sections according to subject content. (1951-1954)	23.0	Shelving	Permanent. To be forwarded to Foreign Br., CIA Library when exploitation completed.
64.	ABSTRACTS			
25X1	Copies of abstracts of [redacted] documents for immediate use of CIA offices. Abstracts seldom appear in published form. Retained for reference purposes. Filed by number. (1952-1954)	.1	4 drawer legal safe	Temporary. Destroy when no longer needed.
65.	LOG BOOKS a. Log books used for assigning project numbers and control within the Branch and for maintaining a ready reference. Information recorded is project number, title, date, requirement, pages.	.3		Temporary. Cut off file at end of each year and retain in current files/one year and destroy.

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	FILMING EQUIPMENT	DISPOSITION INSTRUCTIONS
65.	<p>LOG BOOKS (Continued)</p> <p>b. Log book of abstracts made from foreign language periodicals. Lists abstract number. (1947-1954)</p> <p>c. Log of section's work. Title, number, date, source recorded. Used for reference. (1951-1954)</p> <p>d. Log of periodicals received in Section. Lists title, issue number, date of receipt and return. Duplicates information in ARNO file. (1953-1954)</p>	<p>.1</p> <p>.2</p> <p>.1</p>	<p>4 drawer legal safe</p> <p></p> <p>4 drawer legal safe</p>	<p>Temporary. Destroy when no longer needed.</p> <p>Temporary. Cut off at end of each year. Retain in area one year and destroy.</p> <p>Temporary. Cut off at end of six months. Retain six months and destroy.</p>
66.	<p>PERIODICAL (ARNO) FILE</p> <p>5 x 8 card file index to Scientific periodicals that have been abstracted, translated, or exploited. Filed alphabetically by periodical title. Used for reference to prevent duplication. (1947-1954)</p>	<p>1.3</p>	<p>5 drawer file safe</p>	<p>Temporary. Destroy when no longer needed.</p>
67.	<p>PERIODICAL ABSTRACT FILE</p> <p>3 x 5 card file of abstracts from foreign Scientific periodicals, filed alphabetically by subject. Used for reference and research. (1947-1954)</p>	<p>9.5</p>	<p>5 drawer file safe</p>	<p>Temporary. Destroy when no longer needed.</p>

RECORDS CONTROL SCHEDULE CONTINUATION SHEET

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
68.	TABLE OF CONTENTS -- PERIODICAL ABSTRACTS File of tables of contents of Periodical Abstracts. Used for reference. (1949-1954)	.6	4 drawer legal safe	CONFIDENTIAL Temporary. Destroy after three months
69.	OPERATIONAL INTELLIGENCE FILES Maintained by each functional area and used as ready reference in preparing reports. a. Card files of various sizes of scientific news items to be published. Filed alphabetically by subject. (1953-1954) b. 5 x 8 draft card of Periodical Abstracts. Used for checking. Filed by subject. (1953-1954)	.4 .1		Temporary. To be destroyed after publication. Temporary. Destroy after checking.
25X1	[Redacted Box]	.2		Temporary. Destroy when superseded or no longer needed.
	e. 3 x 5 card file of electrical terms in German and Russian. Filed alphabetically. (1950-1954)	2.4 .2		Temporary. Destroy when no longer needed. Temporary. Destroy when no longer needed.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
69.	OPERATIONAL INTELLIGENCE FILES (Continued)	12.2		Temporary. Destroy when published or no longer needed.
25X1		.1		Temporary. Destroy when no longer needed.
		.5		Temporary. Destroy when no longer needed.
		.3	4 drawer legal safe	Temporary. Destroy when no longer needed.
70.	DRAFT COPIES OF REPORTS Draft copies of reports that have been published. Used for checking. Filed by subject. Published reports available. (1953-1954)	2.	4 drawer legal safe	Temporary. Destroy after publication has been checked.

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OFFICE, DIVISION, BRANCH
 PROPAGANDA ANALYSIS

SCHEDULE NO.
 A000400230002-3

DATE PREPARED

APPROVING OFFICER

25X1

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
71.	OPERATIONAL INTELLIGENCE FILES			
	a. 3 x 5 card file of foreign personalities concerned with propaganda. (1953-1954)	.1		Temporary. Destroy when no longer needed.
	b. File of various sized cards of foreign language journals concerned with propaganda. Information listed in bibliographicals. Filed alphabetically by country, and subject. (1953-1954)	.1	4 drawer legal safes	Temporary. Destroy when no longer needed.
72.	RESEARCH AND REFERENCE MATERIAL			
	These are files of various reports on propaganda analysis prepared by State Department, CIA, and other IAC agencies, consisting of pamphlets, publications, maps, etc. They are used as reference in preparing information reports. Filed by subject, chronologically. (1953-1954)	20.9	4 drawer legal safe	Temporary. Destroy when no longer used or superseded.
73.	GLOSSARY FILE			
	3 x 5 card file of certain foreign terms not available in dictionaries.	.1	4 drawer legal safe	Temporary. Destroy when no longer used.
74.	LIBRARY REFERENCE MATERIAL			
	These are bound books consisting of dictionaries, yearbooks, manuals. Used for reference.	24.	2 - 3 shelf bookcase	Permanent. Return to Library when no longer needed.

24 May 1954
9 Oct 1956
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